

Use of School Facilities

Application for use of any school facility shall first be through the School District Office. The District Secretary shall be responsible for developing a request form and contract outlining the following requirements for use of school owned facilities.

The superintendent shall determine a fee schedule applicable for the use of school facilities. The fee schedule shall be evaluated on an annual basis. For rental rate purposes, the organizations seeking the use of the school facility have been divided into three categories:

Category 1 Groups in this category are basically community groups (church or secular) whose memberships involve school-age children whose leaders or advisors are non-paid adults and whose main purpose is to in some way educate the youngster member. These groups will not be charged a rental fee for the use of the buildings. However, they will be charged custodial, kitchen or insurance fees should their use of the facility require liability insurance coverage or man-hours beyond those which the employee would have needed had the building not been used by the community group. No charge will be made for any school activities including P.T.A., Parent Advisory Councils, Booster Clubs, and university classes requested by the district - nor for district, city, county, state or national election voting places. Also, no charge for non-profit organizations such as the QRU, Fire Department, or Red Cross when used for activities directly related to their community service.

Category 2 This category includes all community non-profit organizations with IRS Section 501 (c)(3) status (IRS numbers) and community groups of people who wish to use facilities owned by the school district for lectures, promotional activities, political rallies, entertainment, college courses, athletic groups, exercise groups, dance groups, church services or other activities for which public halls or commercial facilities generally are rented. The district shall charge a rental rate which will recover utility, capital expense, maintenance, energy and overhead costs for the use of the facility. Should there be custodial costs incurred as a result of the use, custodial costs will also be charged.

Category 3 This group shall include all for-profit organizations not listed in #1 or #2 and non-profit organizations from outside the community. Charge for the use of school facilities in the Category 3 groups shall be double that charge for Category 2 above. The charge for custodial fees shall be at 110% of Category 2 above.

Sponsoring organizations and groups using facilities shall provide sufficient competent help and/or special supervision, and the amount of adequate supervision shall be agreed on at the time the contract is issued. Alcoholic beverages, tobacco products, including electronic smoking devices, illegal drugs or dangerous weapons are not permitted in school facilities or on school property at any time. All applicants for use of school facilities shall hold the district free and without harm from any loss, damage or liability of expense that may arise during or be caused in any way by such use or occupancy of school facilities. In the event that property loss or damage is incurred during such use or occupancy, the amount of damage shall be decided by the Superintendent and the bill for damages shall be presented to the group using or occupying the facility during the time the loss or damage was sustained.

Because of the value of the district's playing fields and the community's total recreational opportunity, the fields may be used by all residents. Use must be appropriate and compatible with each playing field and its surrounding area. Such use shall not result in destruction, damage or undue wear or pose a hazard to children or others. Activities which endanger others or cause damage to fields and lawns are prohibited. Should damage to fields or lawns occur, the Superintendent shall make a reasonable effort to obtain restitution for the damage.

The district reserves the right to require any groups to supply liability insurance, with the district named as additional insured for an amount specified by the Superintendent. User groups will be required to provide proof of \$1,000,000 liability coverage, or remit payment for liability insurance coverage through an optional umbrella policy if provided by the district.

The district reserves the right to require a custodian or other authorized staff member to be on the premises when any non-school group is using the school buildings.

Use of the kitchen facilities by community groups will be kept to a minimum. In the event that approval for use is granted, a food service staff member must be in attendance at the time the kitchen is in use in addition to opening and closing the kitchen facility. Cleaning fees will be the same as the custodial fees listed below in number 3. This person shall be paid at 1.5 of the hourly rate.

The Superintendent has the authority to make the final decision on use of school facilities by any group. All charges are based on a one hour use and are the minimum charges. All fees are to be paid and receipted in the District Office.

Hourly Rate Schedule:

	<u>Group 1</u>	<u>Group 2</u>	<u>Group 3</u>
Gymnasium	No Charge	\$15.00	\$30.00 (minimum)
Home Ec.	No Charge	\$10.00	\$20.00 (minimum)
Classroom	No Charge	\$5.00	\$10.00 (minimum)
Lunchroom	No Charge	\$5.00	\$10.00 (minimum)
Main Kitchen	No Charge	\$10.00	\$20.00 (minimum)
Community Room	No Charge	\$15.00	\$30.00 (minimum)
Fields	No Charge	No Charge	Negotiate

The following custodial fees apply:

1. Hourly rate X 2 when the custodian is required to open and close the building but is not required to supervise the activity.
2. Hourly rate per hour when a substitute custodian can be hired to clean an area after use.
3. When a custodian is required to open, clean, and close an area, they will receive the overtime rate. He/she must arrive one-half hour before the meeting starts, supervise lighting, heating, ventilation, supervise appropriate building use, and secure the building at the close of the meeting.

**Other Rules:**

When a building or room is used, sufficient supervision, including security personnel as needed, must be present to insure good order and shall be provided by those using the building. Good order in this instance is interpreted to mean protection of property, observance of all regulations, and an absence of people wandering into parts of the building other than those contracted for.

No school equipment shall be removed from the school premises for use by an outside agency or individual unless approved by the building principal.

School tables and chairs may be used by individuals or community organizations that are formally organized provided that they are requested from the building principal in writing for a special occasion and such event does not inconvenience the school program.

Only a custodian, administrator, or teacher may allow admittance to any building. Keys are not to be given to a representative of a group using the area unless granted by the Superintendent or his designee.

Each group is to use its own equipment, not that of the school unless special arrangements are made in advance. Under no conditions shall materials or equipment be taken from student lockers or desks.

Each group is responsible to see that only its members are admitted.

Proper and accepted footwear shall be worn to insure care of gym floors. Use of the gym can be canceled immediately if not observed.

Flathead Valley Community College is allowed to use District #38 facilities (not equipment) free of charge as a community service. Use of equipment will be negotiated with building principals.

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